

# **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES ALS COURSE STUDENT INFORMATION PACKAGE**

Enclosed are documents containing information about the EMS program you are about to attend. You will be asked to verify that you have reviewed the information with the Course Coordinator, have had your questions answered and understand the information contained herein by signing this cover form **and individual documents enclosed**.

My signature below indicates that the specific section listed below for the Emergency Medical Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic program has been read to me. Further, my signature indicates that I read the contents of the specific section for the Emergency Medical Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic program and understand the information contained in that section.

Print Name:\_\_\_\_\_

**Part I INTRODUCTION**

**Part II PREREQUISITES FOR EMS TRAINING PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
Date of Birth:\_\_\_\_/\_\_\_\_/\_\_\_\_ (Minimum age 18 years old)  
(Signature for this item indicates that I was also provided a duplicate copy of this form)

**Part III CLASS RULES**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

**Part IV EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

**Part V COURSE FEES**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

**Part VI REQUIREMENTS FOR STATE or NREMT TESTING**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

**Part VII AMERICAN'S WITH DISABILITIES ACT**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

**Part VIII COURSE SYLLABUS**

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

## **ALS CLASS RULES**

*INSERT YOUR OWN RULES LISTING HERE*

{example only}

- 1) No running calls from class.
- 2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)
- 3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.
- 4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)
- 5) No smoking, tobacco products or alcohol in classroom.
- 6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.
- 7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.
- 8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.
- 9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.
- 10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.
- 11) All Classes will be held in the continuing education classroom at \_\_\_\_\_ unless otherwise noted.
- 12) Class Cancellation Policy: Class will be held except in case of one the following events:
  - 1) Evening classes at \_\_\_\_\_ high school is canceled.
  - 2) You receive a phone call only from the course coordinator, John Smith.
- 13) Test books and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.
  - A) The primary text for this program will be:  
  
TITLE:  
AUTHOR:  
PUBLISHER:  
EDITION:  
OBTAINABLE FROM:
  - B) List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.

## **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION**

### **COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION**

- 1) Comply with all course prerequisites.
- 2) Comply with all class rules.
- 3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.
- 4) Satisfy all current course expectations.
- 5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)
- 6) Successful completion of 1, 2, and 3 above as evidenced by the submission of a completed "Course Student Disposition Report (CSDR) form as required by the end date of the program.
- 7) Maintain valid EMT credentials as evidenced by a current Virginia certification card issued by the Office of EMS.

## **COURSE FEES**

*INSERT YOUR OWN COURSE FEES LISTING HERE*

## REQUIREMENTS FOR STATE or NREMT TESTING

Select the appropriate handout for your course type based upon the certification level involved.

[EMT—Enhanced](#)

[EMT—Intermediate](#)

[EMT—Paramedic](#)

## **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR STATE TESTING**

(This section applies to initial testing for EMT-Enhanced and recertification testing for all state ALS levels. Initial EMT-Intermediate and EMT-Paramedic testing is administered following procedures of the National Registry of EMT's.)

- 1) You must satisfy all items contained in "Course Expectations for Successful Completion."
- 2) Successful completion of #1 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Physician Course Director.
- 3) Hold current Virginia EMT credentials from the Office of EMS
- 4) Testing for initial certification must be begun within 180 days of the course's end date.
- 5) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 6) Practical Retest Policy:
  - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical station will constitute failure of the station, requiring a retest.
  - b. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at an available test site. (Retesting may not be offered at all test sites.)
  - c. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.
  - d. Failure of any retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.
- 7) Written Examinations
  - a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.

- b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 80 on the final standardized examination.
- 8) Oral testing will not be permitted on written examinations. This excludes the use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type, but does allow the use of normal corrective lenses.
- 9) Students successfully completing all requirements for state certification, will be mailed a certificate with attached pocket card at the conclusion of the training program.
- 10) General Testing and Retesting Policy
  - a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.
  - b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.
  - c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.
  - d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:
    - 1. Completion of the recertification CE hour requirements for the level to be tested.
    - 2. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.
  - e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.
  - f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.
  - g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.

- 11) EMT-Enhanced is a unique Virginia training program: Students enrolled in an EMT-Enhanced certification program should be aware that this training program and certification level is unique to Virginia and that it will usually not be recognized by any other state or the National Registry of EMT's for reciprocity purposes. Transfer of certification to another state will usually result in certification only as an EMT-Basic based on the recipient state's law, regulations and certification policies.



## **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMT's INTERMEDIATE/99 TESTING**

(This section applies to initial testing for EMT-Intermediate testing and is administered following procedures of the National Registry of EMT's.)

- 1) You must satisfy all items contained in "Course Expectations for Successful Completion."
- 2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.
- 3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".
- 4) Hold current Virginia EMT credentials from the Office of EMS
- 5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.
- 6) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 7) Practical Retest Policy:
  - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station.
  - b. Failure of five (5) or less skills (when taking the entire NREMT-Intermediate/99 practical) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced level practical examination site.
  - c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially

document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills on another date, provided all other requirements for National Registration are fulfilled.

- d. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) EMT-Intermediate skills on another date, provided all other requirements for National Registration are fulfilled.
- e. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT Training Program Director or Physician Medical Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Intermediate/99 Training Program.

## 8) Written Examinations

- a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical area plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.
- b. Candidates are allowed three opportunities to pass the written examination provided all other requirements for National Registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed 36 hours of refresher training as outlined in Section 1-A of the re-registration requirements on this site. Should a candidate fail the sixth

and final attempt of the written examination, the candidate must complete a new, entire, state-approved EMT-intermediate Education Program.

- 9) Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

- 10) Testing period allowed

The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

- 11) Testing Accommodations

Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site.

- 12) Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

## **VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMT's PARAMEDIC TESTING**

(This section applies to initial testing for EMT-Paramedic testing and is administered following procedures of the National Registry of EMT's.)

- 1) You must satisfy all items contained in "Course Expectations for Successful Completion."
- 2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.
- 3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".
- 4) Hold current Virginia EMT credentials from the Office of EMS
- 5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.
- 6) Pass/Fail: Students must demonstrate proficiency on all practical stations.
- 7) Practical Retest Policy:
  - a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station, requiring a retest.
  - b. Failure of five (5) or less skills (when taking the entire NREMT-Paramedic practical) entitles the candidate to two (2) retesting opportunities. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site.
  - c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12)

skills on another date, provided all other requirements for National Registration are fulfilled.

- d. NREMT-Paramedic candidates who have successfully completed the **entire** NREMT-Intermediate/99 practical examination within the preceding twelve (12) months of his/her first attempt on the NREMT-Paramedic practical examination may apply his/her passed NREMT-Intermediate/99 results to the NREMT-Paramedic practical examination. **Passed NREMT-Intermediate/99 practical examination results may only be applied to the first full attempt of the NREMT-Paramedic examination for the following four (4) skills:**
  - 1. Intravenous Therapy
  - 2. Intravenous Bolus Medications
  - 3. Pediatric Intraosseous Infusion
  - 4. Random Basic Skills
- e. Failure of five or less skills when applying passed NREMT-Intermediate/99 practical examination results and testing eight (8) skills as listed (#1, 3a and b, 4a and b, 5a and b, and 7a) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site. Candidates applying passed NREMT-Intermediate/99 results should note that outright failure of the first full attempt or failure of the second retest opportunity of the first attempt on the NREMT-Paramedic practical examination will require re-examination over the entire NREMT-Paramedic practical (all twelve (12) skills) on another date after completing the required remedial training, provided all other requirements for national registration are fulfilled.
- f. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) EMT-Paramedic skills on another date, provided all other requirements for National Registration are fulfilled.
- g. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all twelve (12) skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official

documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT-Paramedic Training Program Director or Physician Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Paramedic Training Program.

#### 8) Written Examinations

- a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical area plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.
- b. Candidates are allowed three (3) opportunities to pass the written examination provided all other requirements for national registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed forty-eight (48) hours of educational review with a recognized instructor that overviews the content of the 1999 EMT-Paramedic National Standard Curriculum as outlined in the re-registration section of this site. This educational review must be completed after the third unsuccessful attempt of the written examination. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete another complete EMT-Paramedic course. Candidates should allow three to four weeks from the examination date for reporting of examination results. When results are not received or an application is not returned within six (6) weeks, candidates or coordinators are urged to contact the NREMT.

- 9) Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

10) Testing period allowed

The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11) Testing Accommodations

Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site.

12) Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

# **FUNCTIONAL POSITION DESCRIPTION FOR THE ADVANCED LIFE SUPPORT PROVIDER**

## **INTRODUCTION**

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The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

## **QUALIFICATIONS FOR STATE CERTIFICATION**

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To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

## **COMPETENCIES**

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The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia Standard Curriculum for the EMT-Enhanced or the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate or EMT-Paramedic to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, and balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.
- read road maps; drive vehicle, accurately discern street signs and address numbers;
- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;



- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;
- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

## DESCRIPTION OF TASKS

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The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.

**ATLANTIC EMS COUNCIL  
ACCOMMODATION POLICY**

**VIRGINIA DEPARTMENT OF HEALTH**

**OFFICE OF  
EMERGENCY MEDICAL SERVICES**

109 Governor Street UB-55  
Richmond, VA 23219

(804)864-7600  
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

# **ATLANTIC EMS COUNCIL ACCOMMODATION POLICY**

## **I. INTRODUCTION**

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example deals with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

## **II. SCOPE**

The information provided herein applies to all prehospital EMS personnel.

## **III. SPECIFIC DIRECTIONS**

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.
2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.
3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.
5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

#### IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be

allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

## V. DISABILITY ACCOMMODATION POLICY

### A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationery from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

### B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

#### VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

#### VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.